

HRMS User Setup v2.0

Group -

Environment -
Environment -

Business Group -

Business Group -

Note: A separate form must be submitted if requesting access to more than 2 Environments/Business Groups

User's Name and Function (eg: HR or Finance or Payroll)		HRMS Emp No	Network ID (e.g. pdav1)	New HRMS User	HRMS Responsibility	Org Top Point	Security Group	Security Profile (DBA to attach)	Effective Date From To		Date Actioned (DBA Use Only)
Name				<input type="checkbox"/>		#N/A	#N/A	#N/A			
Function											
E-mail											
Name				<input type="checkbox"/>		#N/A	#N/A	#N/A			
Function											
E-mail											
Name				<input type="checkbox"/>		#N/A	#N/A	#N/A			
Function											
E-mail											
Name				<input type="checkbox"/>		#N/A	#N/A	#N/A			
Function											
E-mail											
Name				<input type="checkbox"/>		#N/A	#N/A	#N/A			
Function											
E-mail											
Name				<input type="checkbox"/>		#N/A	#N/A	#N/A			
Function											
E-mail											
Name				<input type="checkbox"/>		#N/A	#N/A	#N/A			
Function											
E-mail											

Mandatory Fields

By submitting this form I declare that:

- * I have the authority to make this request
- * The user has read and signed the Confidentiality Agreement (WCC only)
- * The user has successfully completed the Information Compliance course on Wilma (WCC Only)

Manager's Signature

Date

Manager's Name (CAPITALS)

Authorised by HR Systems
Team *

* Approval for external customers required by authorised signatory at the employer organisation

This form and Confidentiality Agreement must be emailed to hrrsystems@warwickshire.gov.uk